




Annual Compliance Certification User Guide

Thank you for reviewing ACHD’s Annual Compliance Certification User Guide. This guide will walk through the steps required to complete the submission of an annual compliance certification. The first section will illustrate each step using a Responsible Official REP login. The next section addresses submitting the report as a Consultant REP login and the last section shows how an Responsible Official approves a Consultant Submitted Report.

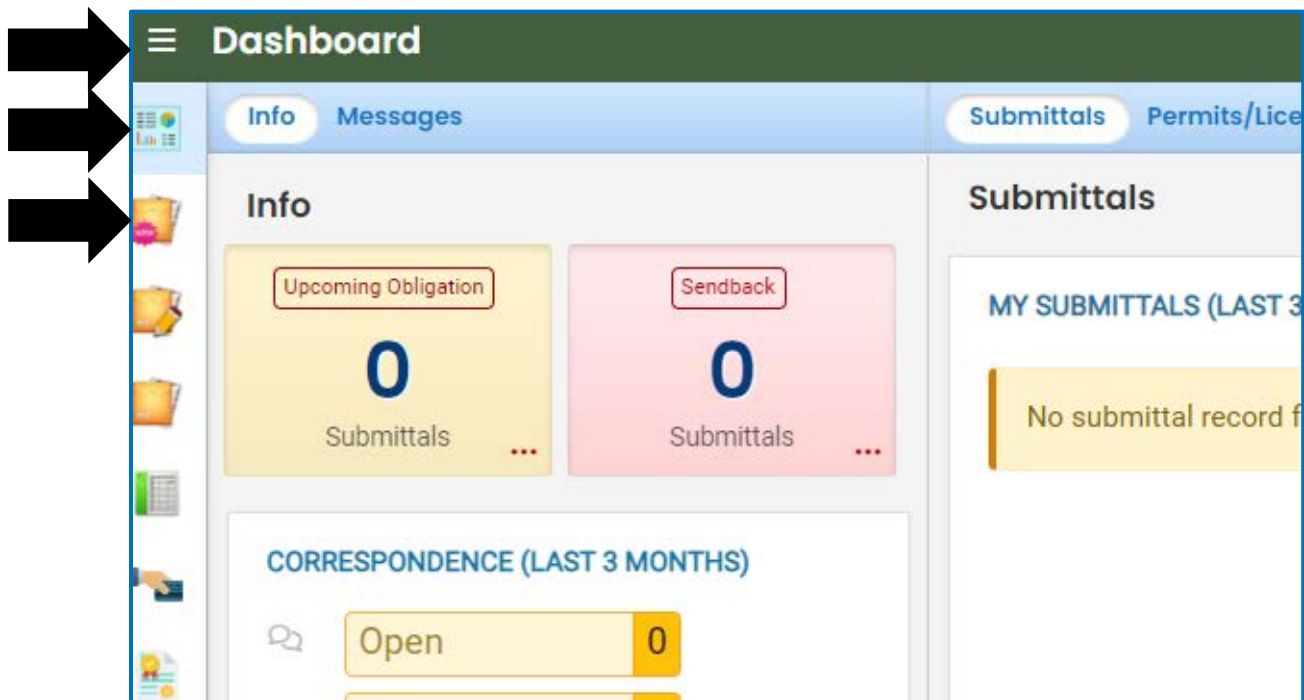
Submitting A Compliance Certification Using a Responsible Official User Account


1. Login to REP using your credentials, in this case the Responsible Official (“RO”) for your Facility. If you are having issues seeing your Facility please email AQREP@AlleghenyCounty.US



2. Start at your Dashboard; the  icon (Top, Far Left) will take you to the Dashboard.

The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.



3. Click the New Submittal Icon.  It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



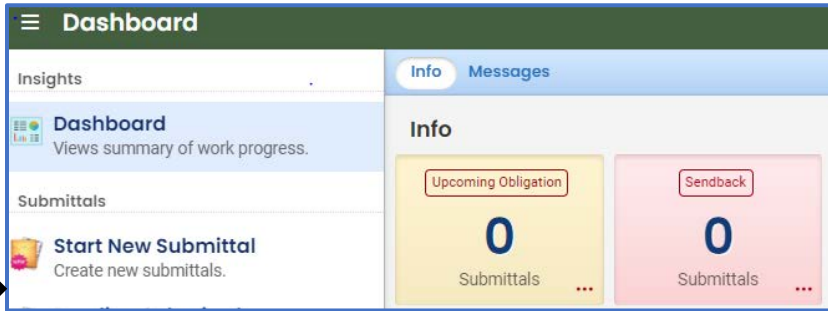
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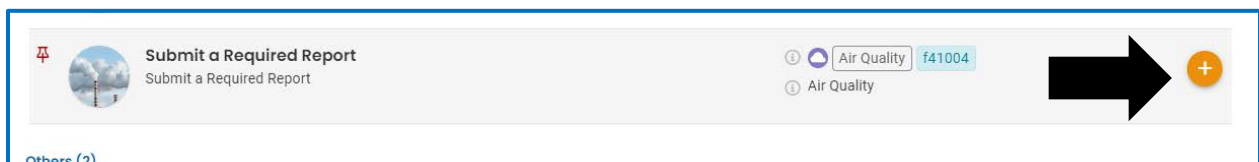
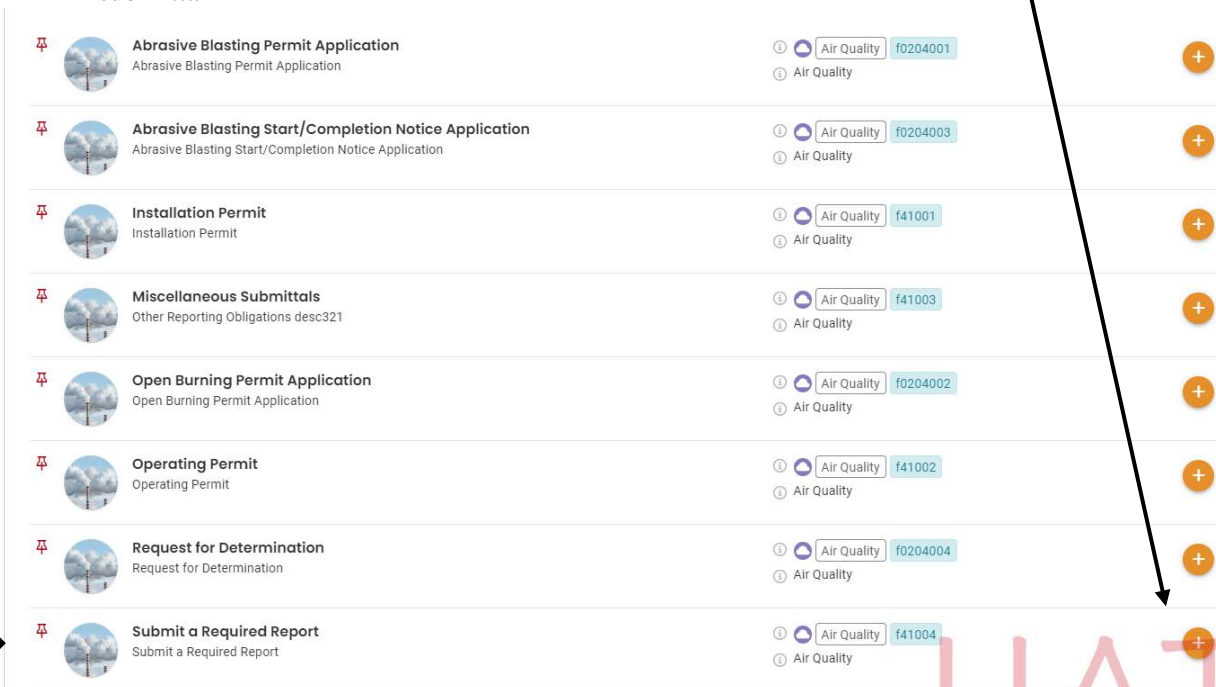




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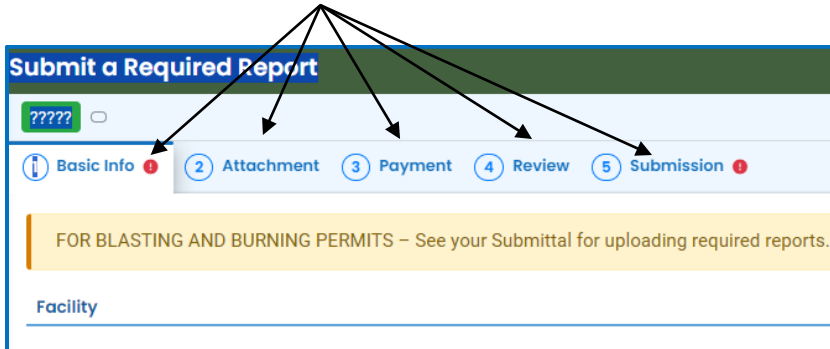
4. Go **SUBMIT** a **REQUIRED REPORT**, you will need to click the  on the right to begin the submittal





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5. Next you will be presented with the first of 5 submission tabs for a report. The 5 pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.



6. Basic Info Tab:
 - a. Select your facility using the drop down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If nothing is shown in the drop-down menu, check your profile, or contact the Department via email at AQREP@AlleghenyCounty.US.

- b. Choose the Annual Compliance Certification (“CC”)

- c. Once the CC is selected, the form will add the four(4) basic questions
 - i. Start Date & End Date:
 1. Using the calendar icon on the right, navigate to the calendar to select the start and end dates. The dates can also be entered manually.



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Period Start Date

mm/dd/yyyy

Required

Period End Date

mm/dd/yyyy

Required

- ii. The Compliance Statement has 3 options, you must select one.
- iii. Choose the option that best describes the compliance of your facility over the reporting period.

Compliance Statement

This facility was in continuous compliance with all terms and conditions identified in the Title V Operating Permit.

This facility was in intermittent compliance with some terms and conditions identified in the Title V Operating Permit and continuous compliance with some terms and conditions identified in the Title V Operating Permit.

This facility was in intermittent compliance with all terms and conditions identified in the Title V Operating Permit.

- iv. The Compliance Status also has 3 options, but they are NOT the same three options. Choose the option that best describes the Compliance Status of your facility during the reporting period.

Compliance Status

Continuous Compliance Continuous Non-Compliance Intermittence Compliance

Required

- 7. Attachments Tab – This tab is the location to upload the **required** Annual Compliance Certification document.

1 Basic Info **1** 2 Attachment **1** 3 Payment 4 Review 5 Submission **1**

Instruction

1 Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file.

Click to Upload or Drag Files Over Here



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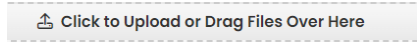
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a. To add the Compliance Certification attachment, Note the upload button:



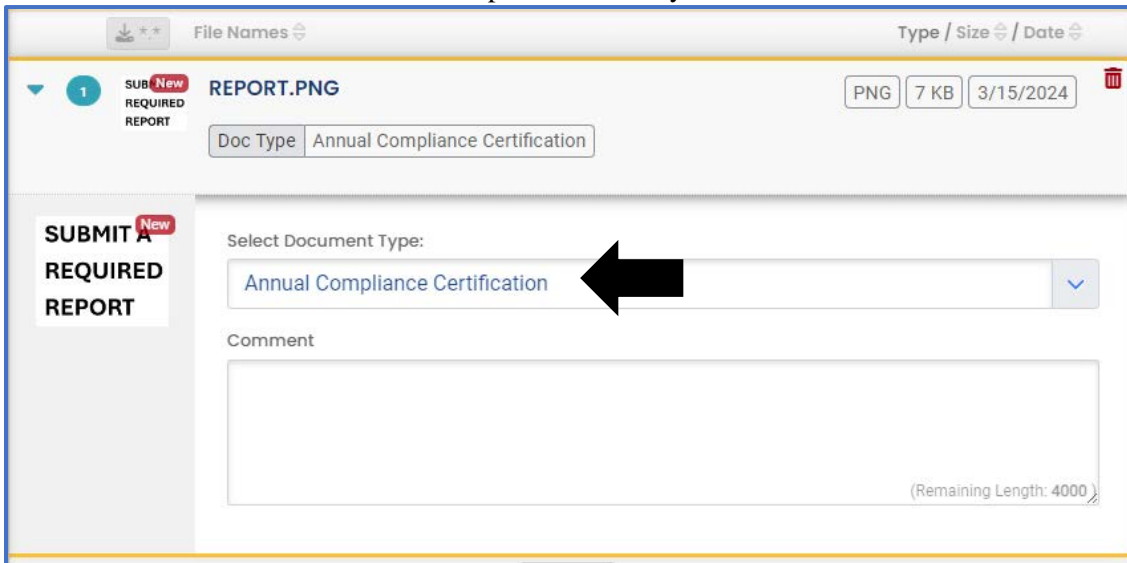
- i. Drag your document into the gray area, or simply click and select the file to upload from the normal file structure.
- ii. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.



b. The next required step is to identify the document. Clicking on the file or the Green

Triangle will give 2 new entry fields; Document type, and a Comment field.

- i. Document Type: Choose the Annual Compliance Certification
- ii. Comment Field: Optional. Add any comments.



c. The CC document is a **REQUIRED** attachment.



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8. Payment Tab – There is no payment to submit a CC. The total should be shown as \$0.00 on this tab.

9. Review: If any required fields or submission types are missing, this tab will inform you.




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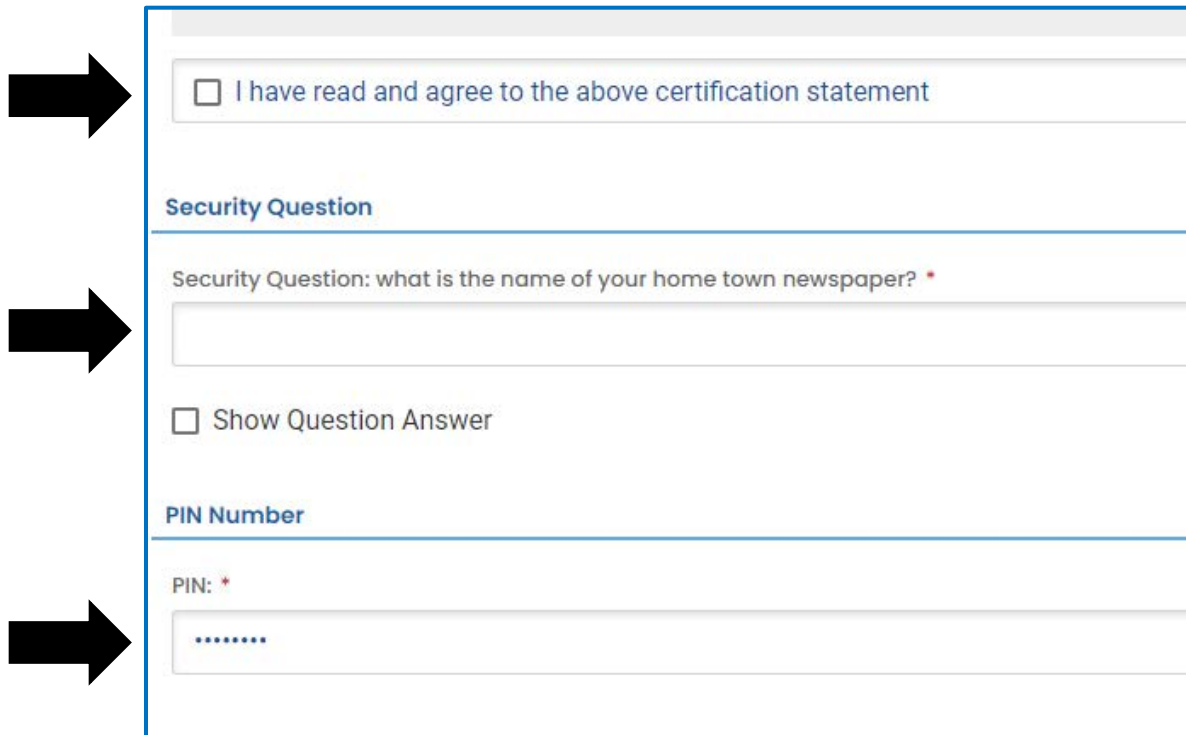




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Note: The tabs will indicate with the  sign if there is a submission error. The image above on #9 shows an **error** on the Attachment tab. Return to the tab with an error and resolve the error. A common issue could be that the attached documents were not labeled as the Annual Compliance Certification.

10. Submission Tab. – Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.



I have read and agree to the above certification statement

Security Question

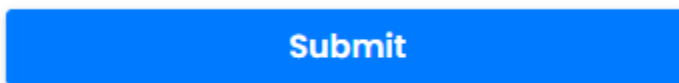
Security Question: what is the name of your home town newspaper? *

Show Question Answer

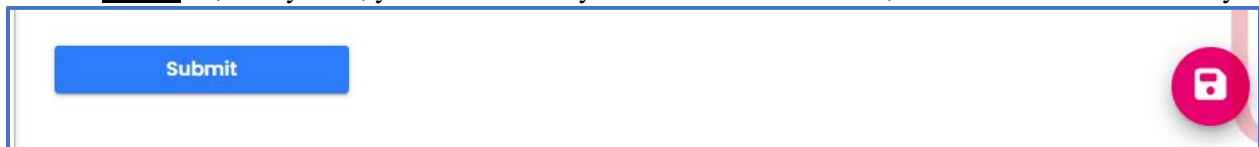
PIN Number

PIN: *

11. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



12. **SAVE:** If, at any time, you need to save your work and return later, be sure and hit the Save Key.





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13. Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

3515 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click [Receipt](#) to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 3515	Name: Submit a Required Report
Submittal Date: 3/15/2024, 03:31 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

At the bottom of the page, other options to Finish, Receipt and Print are available.

REPORT.PNG
Annual Compliance Certification
PNG 7 KB

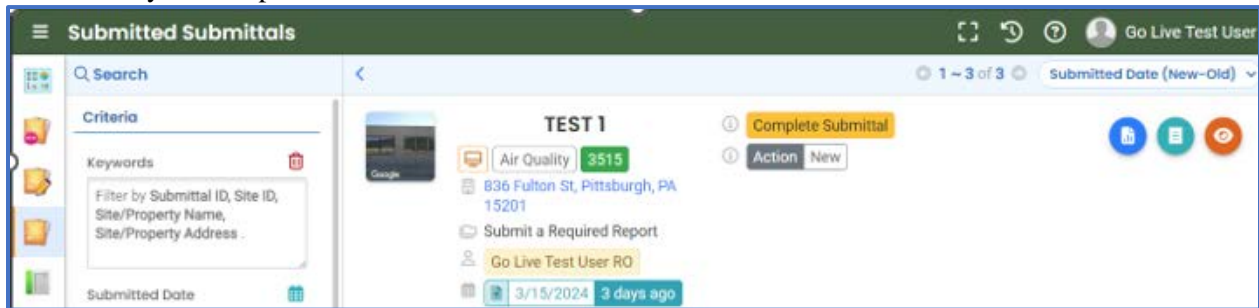
[Finish](#) [Receipt](#) [Submittal Form](#)



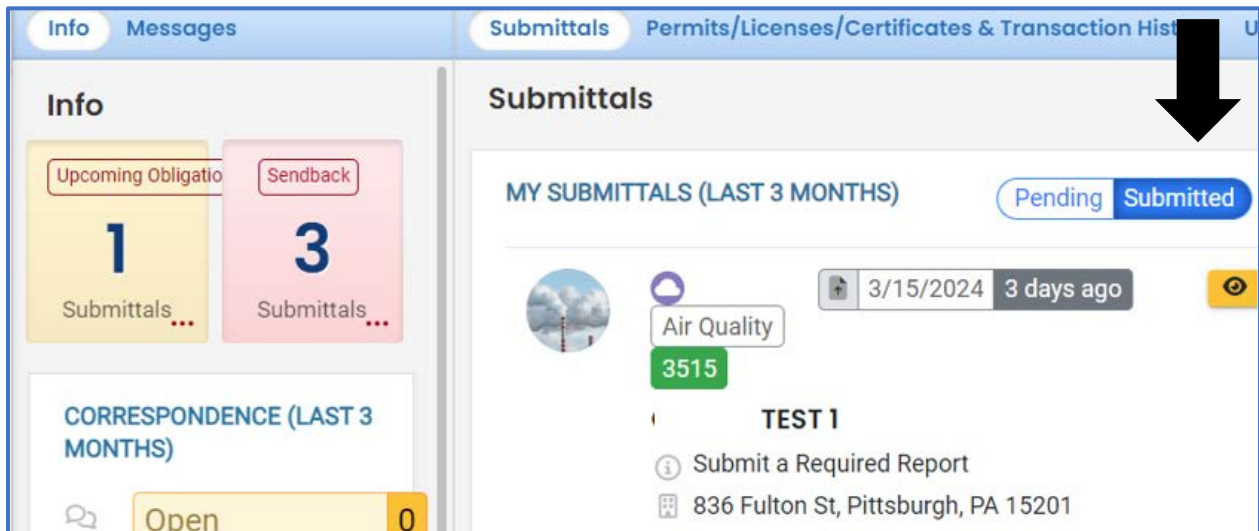


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If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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Creating A Compliance Certification Submittal with a Consultant Account.

Consultants are able to prepare Submittals on behalf of their Responsible Official. Consultants should complete all steps above until they reach the Review tab and follow the below steps to advance the Submittal to the RO for review, and submission.

14. Review Tab. Utilize the Review tab to E notify the RO at the bottom of the page. Use the dropdown menu to select the appropriate RO to notify by email to complete the submission. Click the blue eNotify button to send the RO an email to notify them that the submittal is available to be completed. If the eNotify button is not clicked, the RO will not be notified by email but the submittal will be available on the RO's dashboard. After eNotify, there are no other step that need to be completed by the Consultant.

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print

✓ Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

Mandatory Attachment




All required attachments were included.

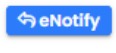
The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

Go Live Test User RO	4125840301
	
	
	





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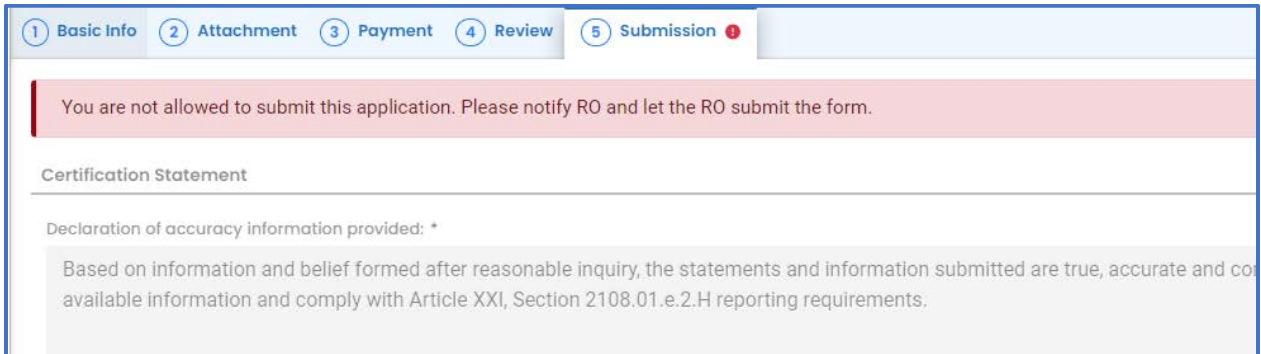
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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.



Responsible Official Submitting A Consultant Created Submittal

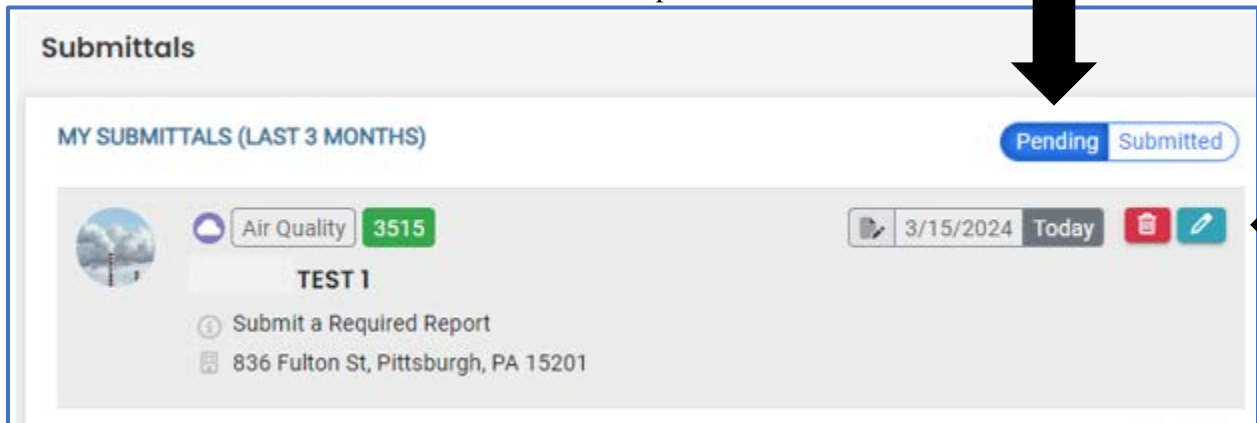
If the Consultant clicked the eNotify button., the Responsible Official will be notified via email of the consultant’s CC submission. Otherwise, the submittal will be available on the RO’s dashboard. The RO will be responsible to complete the Submittal otherwise it will not be received by ACHD.

15. Submission by the RO of a Consultant Created Submission. The next step in the process will be completed by the RO.

- a. . The RO should login and access their dashboard by clicking the Dashboard Icon



- b. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type for the CC is Submit a Required Report. Be sure to be on the Pending Submittals section
 - i. Click the Blue Pencil to complete the submission



- ii. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. No Tab should indicate any incomplete items.



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- iii. Submission Tab- The Submission Tab is active for the RO to Submit the Consultant created report. Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.

I have read and agree to the above certification statement

Security Question

Security Question: what is the name of your home town newspaper? *

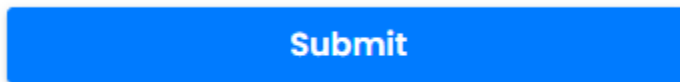
Show Question Answer

PIN Number

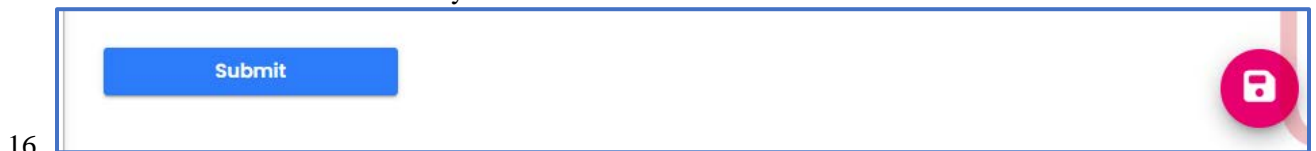
PIN: *

.....

- iv. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit Button.



- v. **SAVE:** If, at any time, you need to save your work and return later, be sure and hit the Save Key.



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- 17. Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID

3515
Complete Submittal

✓

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click Receipt to print your receipt.

Submittal Summary

Submittal ID: 3515

Submittal Date: 3/15/2024, 03:31 PM

Submittal By: Go Live Test User RO

Owner Information: Go Live Test User RO

Submittal Form Info

Name: Submit a Required Report

Method: Online Submission

At the bottom of the page, other options to Finish, Receipt and Print are available.

REPORT.PNG
Annual Compliance Certification
PNG 7 KB

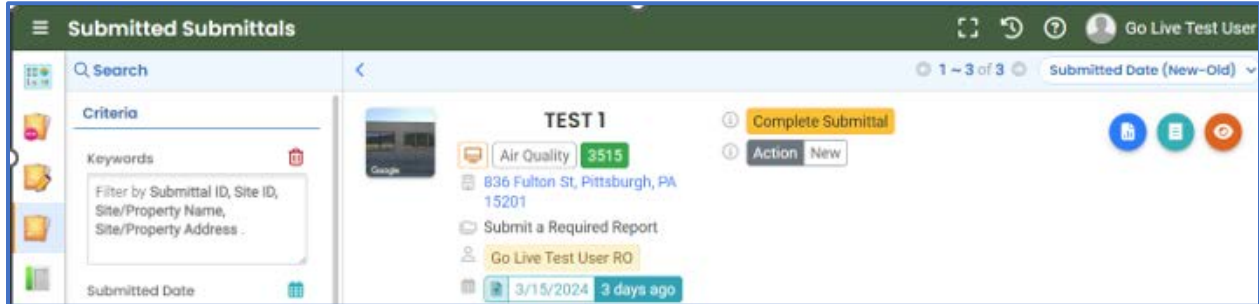
Finish
Receipt
Submittal Form

If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.

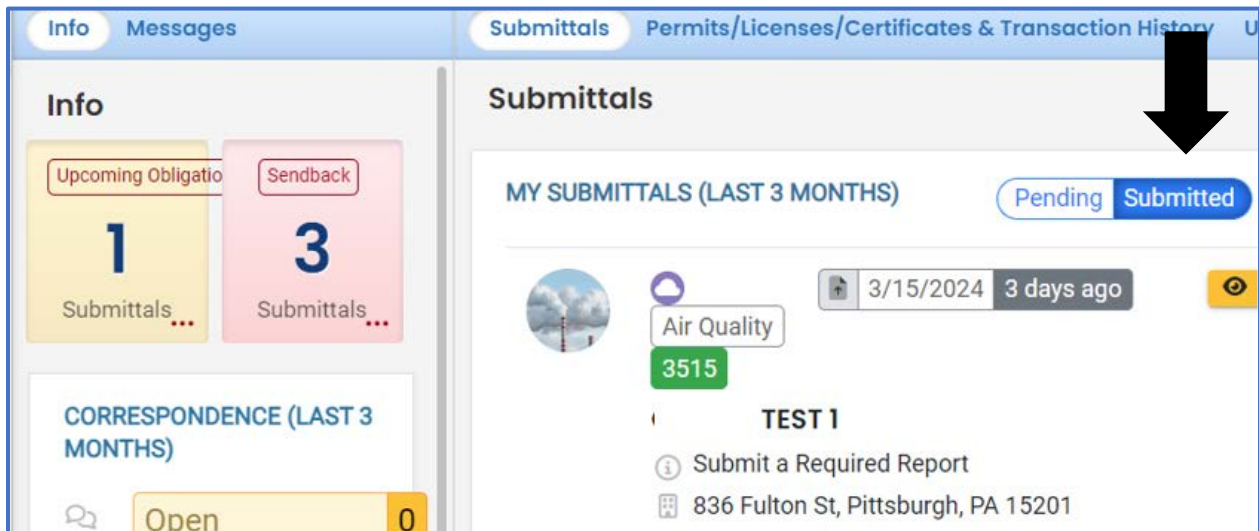




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If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



If you have any questions regarding submitting an Annual Compliance Certification as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US



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